

Post Specification

Post Specification - Key Information

- **Post Title: Building Control Surveyor**
- **Date: November 2024**
- **Post Group Number: 8488**
- **Job Family: Regulation and Technical**
- **Job Family Role Profile: RT12**
- **Final Grade: 12**

To be read in conjunction with the job family role profile.

Service Area Description

The Service is responsible for managing and delivering the building control service for Westmorland and Furness Council. Building Control is responsible for ensuring (for applications under its supervision) that development within the Council area is built in accordance with the relevant building regulations and managed in accordance with the requirement of the Building Safety Act. It is also required to manage the dangerous structures procedure.

Purpose of this Post

The Building Control Surveyor is responsible for ensuring that new building developments and refurbishments comply with UK Building Regulations and associated legislation. The role involves reviewing building plans, conducting site inspections, and supporting construction teams in adhering to safety, structural, and environmental standards. The Building Control Surveyor will work closely with senior colleagues and external stakeholders to provide advice and guidance throughout the construction process.

The Building Control surveyor will work only on domestic developments.

Key Job Specific Accountabilities

1. Regulatory Compliance & Safety:

- Use discretion and initiative over a range of frequent decisions pertaining to the building control regulations
- Review construction plans, specifications, and building methods to ensure they meet current Building Regulations and associated safety standards for domestic development. Analyse and interpret complex problems to come to a view on how to ensure compliance.
- Conduct site visits at various stages of construction to inspect compliance with approved plans, particularly in key areas like fire safety, structural integrity, and energy efficiency.
- Identify and report any non-compliance issues and work with the project team to overcome challenges.

2. Site Inspections & Reporting:

- Carry out regular site inspections at different stages of the construction process, recording findings, and ensuring that work adheres to Building Regulations.
- Explains and report on inspection outcomes, documenting areas of compliance and noting any corrective work required to meet building control standards.

- Issue interim and final completion certificates once all requirements are satisfactorily met.
3. **Project Management Support:**
 - Assist in managing a caseload of building control projects, ensuring timely progress and that inspections are scheduled and completed efficiently.
 - Liaise with principle and senior surveyors to escalate complex compliance issues and receive guidance on technical matters.
 - Coordinate with the construction team, architects, and other stakeholders to ensure all parties are aware of the compliance requirements and any corrective measures that need to be taken.
 4. **Client & Stakeholder Engagement:**
 - Provide clear and concise advice to clients, contractors, and design teams on building regulations and compliance matters.
 - Attend site meetings and consultations, representing the building control team and ensuring all parties are updated on compliance requirements.
 - Maintain strong relationships with external stakeholders, including developers, architects, and contractors, to promote positive collaboration.
 5. **Supporting Senior Team Members:**
 - Work closely with Senior and Principal Building Control Surveyors to support their work on more complex or high-risk projects.
 - Take on delegated tasks, including technical assessments and inspections, as directed by more senior colleagues.
 - Contribute to the development and improvement of internal processes within the building control team.
 6. **Technical Expertise Development:**
 - Stay updated on relevant changes in UK Building Regulations, industry standards, and construction methods.
 - Continuously develop technical knowledge by engaging in professional development activities, including training and certification.
 - Participate in internal training sessions to enhance expertise in areas such as fire safety, energy efficiency, and sustainable building practices.
 7. **Quality Assurance & Compliance Documentation:**
 - Ensure all documentation related to inspections, assessments, and certificates are maintained to a high standard and in line with audit requirements.
 - Follow internal procedures for quality assurance and risk management, ensuring that all records are accurate and up to date.

Please note: Annual targets will be discussed during the appraisal process.

Key Facts and Figures of the Post

- **Budget Responsibilities:** None
- **Staff Management Responsibilities:** None
- **Other:** None

Essential Criteria

- **Professional Qualification:** Ideally working towards membership of a recognised professional body (e.g., RICS, CABE, CIOB).
- **Experience:** Considerable experience in building control or a related field is preferred, such as construction or surveying
- **Education:** Degree or HNC/HND in Building Surveying, Construction Management, Civil Engineering, or a related discipline.
- **Knowledge:** Basic knowledge of UK Building Regulations and construction standards, particularly in key areas such as safety, structural integrity, and energy efficiency.
- **Technical Competence:** Ability to read and interpret architectural plans and construction documents.
- **Communication:** Strong verbal and written communication skills, with the ability to explain technical information clearly to both technical and non-technical audiences.
- **IT Proficiency:** Competent in using standard office software and building control systems for managing projects, inspections, and documentation.

Disclosure and Barring Service (DBS) Checks

- This post does not require a DBS check.

Job Working Circumstances

- **Emotional Demands:** Minimum exposure
- **Physical Demands:** Minimum exposure
- **Working Conditions:** Able to undertake daily onsite inspections/visits which can predominantly be outside. Able to work in all adverse weather conditions.

Other Factors:

- *Ability to travel throughout Westmorland & Furness and occasionally beyond.*
- *To model and display the corporate standards of behaviour.*